

# Student Publications Application

Kansas State University's Student Publications Inc. publishes three publications — each giving student journalists excellent hands-on experience.

The Kansas State Collegian, published by K-State students for the K-State community, serves more than 30,000 readers each day with a 11,500 press run. The state's eighth-largest morning daily, the Collegian is published each weekday during fall and spring semesters, and weekly during summer semester. It's online at [www.kstatecollegian.com](http://www.kstatecollegian.com).

The Royal Purple, with 496 pages, is one of the nation's largest, most-honored yearbooks. Produced through the year and distributed each spring, the Royal Purple also includes a DVD supplement. Its Web site is [www.royalpurple.ksu.edu](http://www.royalpurple.ksu.edu).

The K-State Phone Book, produced through the summer and into the fall, includes names, addresses, numbers and e-mail addresses of K-State students, faculty and staff. It is distributed within the first month of the fall semester.

Student Publications Inc., a local agency, supports the nondiscrimination policy of Kansas State University. Kansas State University is committed to nondiscrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other nonmerit reasons, in admissions, educational programs or activities and employment (including employment of disabled veterans and veterans of the Vietnam Era), as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990, has been delegated to Clyde Howard, Director of Affirmative Action, Kansas State University, 214 Anderson Hall, Manhattan, KS 66506-0124. Phone: (785)532-6220; TTY: (785)532-4807.

**Advertising managers, Collegian editor in chief, Royal Purple editor in chief and Royal Purple staff applicants are required to complete the information on the back of this application form.**

All other applicants should complete the front of this application form and submit it to Student Publications, 103 Kedzie Hall, Manhattan, KS 66506.

## STAFF FOR WHICH YOU ARE APPLYING: (circle one)

You must complete a separate application for each staff for which you are applying.

Advertising sales  
Collegian news

Photojournalism  
Royal Purple

## POSITION FOR WHICH YOU ARE APPLYING:

Ranked by choice, if applicable. Please refer to our listings of job descriptions available in Kedzie 103.

First preference

Second preference

Third preference

## PERSONAL INFORMATION:

Applicant name

Semester & year for which you are applying

Local address & phone number

E-mail address

Permanent address & phone number

K-State major

Overall GPA

Hours enrolled for semester of application

Graduation semester

## REFERENCES:

Personal reference name

Relationship to applicant

Phone number

Professional reference 1 name

Relationship to applicant

Phone number

Professional reference 2 name

Relationship to applicant

Phone number

## SCHEDULE:

Attach a copy of your class schedule (or planned schedule). You must be enrolled in at least six credit hours. How many hours can you work?

Fall semester

Spring semester

Summer semester

## RELEVANT EXPERIENCE: (continue on additional paper if necessary)

---

---

---

---



Signature of applicant

Application date

# Student Publications Application cont.

Advertising managers, Collegian editor in chief, Royal Purple editor in chief and Royal Purple staff applicants are required to complete the information on this page of the application form.

## Application checklist

Complete and submit to Student Publications, 103 Kedzie Hall, Manhattan, KS 66506:

- Application form
- Essay
- 3 reference letters
  - 1 personal
  - 2 professional
- 2-3 samples of work

Application form is on the first page.

## Essay

A one- to two-page essay is required. (Manager and EIC applicants: if you are invited to interview, you will have two minutes to give a presentation that highlights and details the subjects discussed in your essay.) The essay should fully address the following:

- How much time per week will you be able to devote to the job?
- List your target improvements. How will you implement those improvements?
- What changes would you make on the publication? How would you do it?
- What are your three main goals? Please consider anything from staff management to production.
- Why do you deserve the job?
- Why do you want the job?

## References

Three reference letters are required, two professional (professional, adviser, co-worker or supervisor) and one personal (someone who knows the applicant beyond a professional setting). Please use the form on the right. The reference letters should be returned signed and sealed to Student Publications, Application Reference, 103 Kedzie Hall, Manhattan, KS 66506.

**Samples** (Advertising managers are exempt from this requirement)

Two to three samples must be included that display your journalistic abilities.

## LETTER OF REFERENCE FORM: (to be copied and submitted with each reference letter)

### SECTION 1: (to be completed by the applicant)

|           |                                     |
|-----------|-------------------------------------|
| Name      | Position for which you are applying |
| Signature | Date                                |

### SECTION 2: (to be completed by reference)

|                           |  |                |     |
|---------------------------|--|----------------|-----|
| Name (please print)       | Title/position                         |                |     |
| Relationship to applicant | How long have you known the applicant? |                |     |
| Address                   | City                                   | State          | ZIP |
| Home phone number         | Work phone number                      | E-mail address |     |
| Signature                 | Date                                   |                |     |

We appreciate your willingness to serve as a reference. We ask that you answer the following questions to the best of your knowledge in a reference letter attached to this form.

- Please explain your relationship with the applicant.
- How does the applicant deal with conflict?
- Please assess the applicant's leadership capabilities.
- How does the applicant deal with stress?
- How does the applicant work with people?
- How would you describe the applicant's strengths in terms of knowledge, attitudes and skills?
- How would you describe the applicant's liabilities and opportunities for improvement in terms of knowledge, attitudes and skills?
- Would you hire this applicant for the job? Why or why not?
- Please include any other comments you think would assist in the hiring process.

### OVERALL RECOMMENDATION: (please circle one)

Highly recommend      Recommend      Recommend with reservations      Do not recommend

**Thank you for serving as a reference.** Your comments may be shared with the applicant during the interview process. This reference will be destroyed when it is no longer needed for hiring. It will not become part of the student's permanent record.